



## COUNTY OF YORK, VIRGINIA

"Where Independence Was Won"  
OFFICE OF TREASURER

DEBORAH B. ROBINSON  
Treasurer  
P.O. Box 251  
Yorktown, Virginia 23690

Telephone 757/890-3420  
Fax 757/890-3439

Date: September 11, 2001  
To: James Barnett, County Attorney  
From: Deborah B. Robinson, Treasurer  
Subject: Unpaid Parking Citation Notices

This memo is to provide additional information concerning my request to change the requirement for mailing notices for unpaid citations.

The process of collecting payment for parking citations is briefly summarized below:

1. When the parking citation is issued, a copy (which includes a postage-paid envelope) is left on the vehicle.
2. If timely payment has not been made, the Treasurer's Office is required to mail a notice (at this time County Code requires this to be sent by registered mail).
3. If citation remains unpaid after notice, a listing of unpaid citations is sent to the Sheriff's department.
4. The Sheriff's department runs the tag number to confirm address. The officer requests a summons from the magistrate (personal service). – per Captain Forester.

As stated in my initial request, the cost to send the unpaid notice by registered mail is \$9.09. The breakdown of this cost follows: \$7.25 for registered mail, + the first-class postage rate of .34 + \$1.50 for a return receipt. This information was provided by Mrs Hargis at the Yorktown Post Office.

Certainly if the Board wishes to amend the Code to send the notice by certified mail instead of registered mail, the cost would be significantly reduced. However, in my experience, if the citation is unpaid it usually has been misplaced or forgotten. One option may be to amend the Code to provide for an additional notice. The first notice could be sent by regular first-class mail (34 cents). The vast majority would be paid at this time. If the citation remains unpaid, then a second notice could be sent by certified mail, at a cost of \$3.94 including a return receipt, before the unpaid citation is forwarded to the Sheriff's Department for a summons.

I understand the concern of the Board of Supervisors that the citizen be assured of receiving the notice before a summons is issued. I believe the above suggestion would meet this requirement, and I would recommend and support the additional notice.

If there are additional questions from you or the Board, please do not hesitate to contact me.